MDOT

Permit Applicant Guide
Construction Permit System (CPS)

3/15/11

Chapter 1 Sign In to CPS

Chapter 2 Create an Individual Application

Chapter 3 Create an Annual Application

Chapter 4 Create an Individual Billboard Survey Application

[Chapter 5 Create an Annual Billboard Survey Application](#)

[Chapter 6 Create an Individual Vegetation Removal_Trimming Application](#)

[Chapter 7 Create an IDS Application](#)

[Chapter 8 Operation Care Application](#)

[Chapter 9 Upload Attachments](#)

[Chapter 10 Pay Fees](#)

Chapter 11 Search for Your Existing Applications and Permits

Chapter 12 Actions for an Issued Permit

Chapter 13 Create an Application from a Template

Chapter 1 – Sign in to CPS

MDOT Construction Permit System (CPS)

The Construction Permit System (CPS) is a computer application used by the Michigan Department of Transportation (MDOT) to process construction permits for the regulation of state highway Right-of-Way.

Private and public entities planning to undertake construction activities within state highway Right-of-Way are required to obtain a construction permit.

The following Public Acts grant MDOT authority:

- Public Act 200 of 1969, as amended, provides for the promulgation of rules regulating driveway, banners, and parades on and over state highways.

- Public Act 368 of 1925, as amended, provides, in part, the conditions under which telegraph, telephone, power, and other public utility companies, cable television companies and municipalities may enter upon, construct and maintain telegraph, telephone, power or cable television lines, pipe lines, wires, cables, poles, conduits, sewers and the like structures upon, over, across or under public roads, bridges, streets and waters. MDOT is the public agency authorized to regulate the use, and occupancy of state highway Right-of-Way.

- Public Act 106 of 1972 Section 252.311a, as amended, provides for the regulation of billboard vegetation removal.

The CPS Web-based application allows private and public entities to submit permit applications and supporting documentation electronically.

Get a Michigan Business One Stop Account

As of January 2011, Michigan Business One Stop is the gateway to all construction permit business with the state.

You must have a Michigan Business One Stop account before you can apply for a construction permit from the State Of Michigan.

Go to http://www.michigan.gov/ for step-by-step instructions.

The information you enter in One Stop is used by all the applications you use to do business with the state.
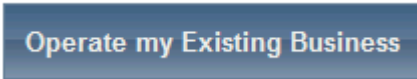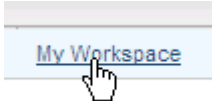
This user guide assumes that you are already have a One Stop account.

Sign In to One Stop and Access the MDOT Construction Permit System

Use the following procedure to sign in to your One Stop account and access the MDOT Construction Permit System (CPS).

Step	Action
1	Sign in to Michigan Business One Stop. The Home Page is displayed. One Stop Home Page The Operate My Existing Business banner is at the middle of the screen. Operate my Existing Business
2	In the table below the banner, click the My Workspace link next to the Business Name you want a construction permit for. My Workspace The My Workspace tab is displayed. *See Next Page* ⟹

Step	Action
3	Click the Right-of-Way Construction Permits link.
	CPS opens in a separate window. The Home Page and main menu are displayed.

Chapter 2 - Create an Individual Application

Contents
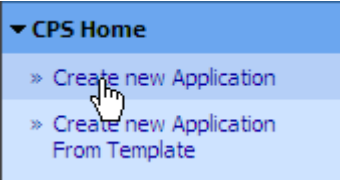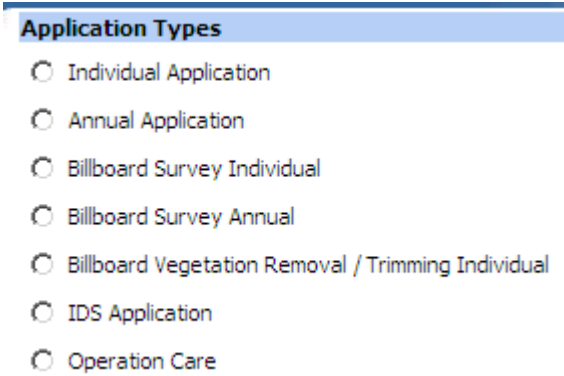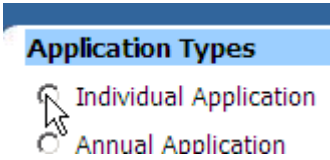
Preview

This chapter provides step-by-step instructions for creating a new application for an individual permit.

Create New Application	Use the following procedure to create an individual permit application in CPS.

Step	Action
1	Click Create New Application on the CPS menu.
	The Application Types screen is displayed.
2	Click the circle next to Individual Application.
	The Applicant Info screen is displayed.
	See Next Page ⟹

Enter Applicant Info

Use the following procedure to complete the information required on the Applicant Info screen.

🛈 Note: The Applicant Info screen displays some of your account data from One Stop.

Step	Action
1	Change or complete the applicant information.
2	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
3	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.

Step	Action
4	If the work will be performed by a contractor, click Yes at the question.
5	Click the Next button to continue to the Site Info screen.

Note Your Application Reference Number

Starting at the Site Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Applicant Name:		Application Ref. Number: 35	Application Status: Draft
Application Type: Individual Application		Permit Number:	Permit Status:

* = Required Fields

| Applicant Info | **Site Info** | Permit Fee Determination | Application Details | Pay Fees |

Make a note of the application reference number. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.

You can click the Previous button to go back and review/change any of the data you have entered.

Enter Site Info

Use the following procedure to complete the information required on the Site Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Site Info screen.
	See Next Page ⟹

Step	Action
2	Use the following table as a guide for Site Info screen data-entry.
	See Next Page ⟹

Site Info Screen Data-Entry
ⓘ Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.
💡 TIP: Click the Links link to display a list of information sources. ▼ Reference » Links
Site Info **Area Of The Screen**
*State Route Number: Enter the number of the state route that your construction site is on. *See Next Page* ⟹

Site Info Screen Data-Entry

Town Range Section (TRS) Info   (PR Finder)

Town: T [____] [-- Select -- ▼] Range: R [____] [-- Select -- ▼] Section: [-- Select -- ▼] Add
Town   Range   Section

Use the PR Finder tool to complete the fields in the Town Range Section Info box:

1) Click the **(PR Finder)** link to display the MDOT PR Finder tool.

2) In the Map Search box, click the Base Map link.
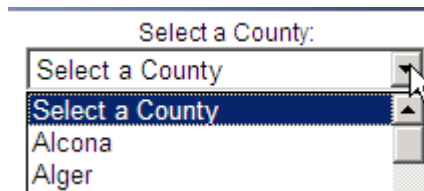
Base map
Avera Ani

3) At the right of the screen, click [Show ⊕] at the right of

[Quick Zoom]

4) Click the dropdown arrow at Select a County.

Select a County:
Select a County	▼
Select a County	
Alcona	
Alger	

5) Click to select the county where you plan to do the permitted activity.

6) Click Area Info above the county map.

[ⓘ Area Info]
krakow owns

7) On the county map, move the crosshairs ＋ to the location of the permitted activity.

Site Info Screen Data-Entry
8) Click the location. **9)** Note the TRS number in the MDOT Info box.
10) Use the TRS (<u>t</u>own <u>r</u>ange <u>s</u>ection) number for the Town, Range, and Section fields.
  Enter the two-digit township code. For example, if   •   04 is the township code.
  Select the direction identifier. For example, if   •   N is the township direction indicator. *See Next Page ⟹*

Site Info Screen Data-Entry
Range: R [ ] Enter the two-digit range code. For example, if TRS: 04N02W13   • 02 is the range.
-- Select -- -- Select -- E W Select the direction identifier. For example, if TRS: 04N02W13   • W is the range direction indicator.
Section: -- Select -- Select the two-digit section number. For example, if TRS: 04N02W13   • 13 is the section number.
Add Click the Add button to save the Town Range Section information you entered. CPS clears the fields for new entries.
delete Click the link to delete an entry in the Town/Range/Section list.
*Nearest Intersection: [ ] Enter the name of the nearest street/road/highway that intersects the state route your construction site is on.   ***See Next Page ⇒***

Site Info Screen Data-Entry
*At Intersection? Select "Yes" your construction site is at the intersection or "No" your construction site is not at the intersection.
*Distance to the nearest intersection: [   ] [-- Select -- ▼] Enter the distance to the nearest intersection.   Select the drop-down to enter the distance in feet or miles.
*Side Of Road(Select all that apply): ☐ North ☐ South ☐ East ☐ West Select the side of the road your work site is on. You may select more than one choice.
Work Info **Area Of The Screen**
*Proposed start date: [   ] 📅 Enter the date you anticipate work to begin. You may select the date from the calendar or type the date using the format MM/DD/YYYY.
*Proposed completion date: [   ] 📅 Enter the date you anticipate work to be completed. You may select the date from the calendar or type the date using the format MM/DD/YYYY.
*Purpose: Describe the activity that you want a permit for.
Requisition #: Enter the number (if any) that you use to track which of your projects the permit is for.
Work Order #: Enter the number (if any) that you use to track which of your projects the permit is for. *See Next Page* ⟹

Site Info Screen Data-Entry
MDOT Job #: Enter the MDOT Job Number if available.
Organizations Job #: Enter the number (if any) that you use to track which of your projects the permit is for.
*Lane Closure Proposed: If you select Yes, the following three fields are displayed.
Mobility Impact Map Link: Click the link to display the MDOT Mobility Restrictions Map. Descriptions of roadway colors and markings are shown at the left of the map.
Work Located on Restricted Route: If the roadway where you want to do the work is shown as restricted on the map, select Yes.
Work performed outside of time restrictions: Click the roadway where you want to do the work. The Road Information window displays the time restrictions (if any). Select Yes if you will do the work outside the time restrictions or No if you will do the work during restricted times.   *See Next Page ⟹*

Site Info Screen Data-Entry
Bond Info **Area Of The Screen**
• Enter the number if you know it. OR • Select the Bond Requirements link. A pdf will appear that provides information on what a bond is and how to obtain a bond if required.
❶ Note: If you have questions on whether you require a bond contact your local TSC Construction Permit Agent.
Insurance Info **Area Of The Screen**
• Enter the number if you know it. OR • Select the Insurance Requirements link. A .pdf will appear that provides information on what insurance is and how to obtain insurance if required.
❶ Note: If you have questions on whether you require a insurance contact your local TSC Construction Permit Agent.
Attachments **Area Of The Screen**
Information on how to upload attachments is in *Chapter 9*.

Step	Action
OPTIONAL	To return to the Applicant Info screen, click the Previous button.
3	When you have finished entering data on the Site Info screen, click the Next button.

Next Button   When you click the Next button, CPS displays the next task/screen
                   required for your application.

                   Enter information and click the Next button. The following topics
                   describe all possible tasks in the individual application sequence, but your
                   application may not require all of them.

Enter   1) Check all items that your project will include or require.
Mitigation   2) Click the Next button.
Methods

Enter   1) Select an answer for each question.
Transportation 2) Enter comments as required.
Operation   3) Click the Next button.
Plans

Enter Permit   1) On the fee determination list, check each item that applies to your
Fee   permit.
Determination 2) Click the Next button.
Data

Review Application Details

Printable Version

Use as a template to create a new application

Applicant Info [Edit]

Applicant Name: ann smith
ddress: 1111 Ottawa
City: Lansing   **State:** MI   **Zip:** 11111-1111
Primary Contact
Contact Name: 1111
Phone No: 111-111-1111   **Cell Phone No:**
Email Address: 111@111.com

Site Info [Edit]

State Route: I96   **City Of:** East Lansing   **County:** Ingham County

Town	Range	Section
T3S	R4E	06

Nearest Intersection:		Hagadorn	**Side of Road:**	☑ South
Distance to the nearest intersection:		1.2 Miles	**Direction from worksite to the nearest intersection on the state route:**	South

Work Info [Edit]

Proposed Start Date:	03/03/2011	**Proposed Completion Date:**	04/07/2011
Purpose:	Add a driveway		

Requisition #:		**Work Order #:**	
MDOT Job #:		**Organizations Job #:**	
Lane Closure Proposed:	No		
Work Located on Restricted Route:	No		
Work performed outside of time restrictions:	No		

Bond Info [Edit]

Department Bond Number:

Insurance Info [Edit]

Certificate of Insurance Number:

Attachments

Attachments Not Included.

Type of Work [Edit]

Driveways
Residential Driveways & Farm Field Driveways

Application Fee

Additional fees may be applied.
$30.00

Terms and Conditions

Terms and Conditions

☐ I agree to Terms and Conditions.

[Previous] [Add to One Stop Cart] [Continue To Pay by Cash]

Review Application Details

The Review Application Details screen provides the options described in the following table.

Review Application Details **Screen Options**
Printable Version
When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
Use as a template to create a new application
See *Chapter 12* for information about how to create applications from templates.
EDIT
This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data. 1) Click to display the related screen, where you can change your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions
When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions.
Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.

Review Application Details **Screen Options**
Previous
Click the button to return to the Permit Fee Determination screen.
Add to One Stop Cart
See *Chapter 10* for information about how to pay permit fees in One Stop.
Continue To Pay by Cash
See *Chapter 10* for information about how to pay permit fees in cash.
Submit
If the Submit button is displayed, your application fee is zero. Click the button to submit your application. **Application Fee** Additional fees may be applied. $00.00

Chapter 3 - Create an Annual Application

Contents

Preview

This chapter provides step-by-step instructions for creating a new application for an annual permit.

Create New Application

Use the following procedure to create an annual permit application in CPS.

Step	Action
1	Click Create New Application on the CPS menu. ▼ CPS Home » Create new Application » Create new Application From Template The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual ○ Billboard Vegetation Removal / Trimming Individual ○ IDS Application ○ Operation Care *See Next Page* ⟹

Step	Action
2	- Click the circle next to Annual Application. The Applicant Info screen is displayed.

Applicant Name: Application Ref. Number: Application Status:
Application Type: Annual Application Permit Number: Permit Status:
* = Required Fields

| Applicant Info | Annual Permit Info | Review Application Details | Pay Fees |

Applicant Info (Property or Facility Owner)

*Applicant Name:

*Mailing Address: 1111 Ottawa

*City: Lansing *State/Providence: Michigan *Zip Code: 11111-1111

*Primary Contact (Mandatory)

○ Choose one primary contact from my list ○ Enter new primary contact

Secondary/Consultant Contact (Optional)

○ Choose one secondary/consultant contact from my list ○ Enter new Secondary/Consultant contact ○ N/A

Cancel Next

Enter Applicant Info

Use the following procedure to complete the information required on the Applicant Info screen.

🛈 Note: The Applicant Info screen displays some of your account data from One Stop.

Step	Action
1	Change or complete the applicant information.
2	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
3	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.
	Primary Contact (Mandatory) ○ Choose one primary contact from my list ◉ Enter new primary contact *Contact Name: [ ] *Phone # : [ ]-[ ]-[ ] Ext: [ ] Cell #: [ ]-[ ]-[ ] *E-Mail: [ ]
4	Click the Next button to continue to the Annual Permit Info screen.

Note Your Application Reference Number

Starting at the Annual Permit Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Make a note of the application reference number - if you need to search for your application, the number is the easiest way. See *Chapter 11* for more information about searching in CPS.

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.

You can click the Previous button to go back and review/change any of the data you have entered.

Enter Annual Permit Info

Use the following procedure to complete the information required on the Annual Permit Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Annual Permit Info screen. *See Next Page* ⟹

| Applicant Name: ann smith | Application Ref. Number: 5422 | Application Status: Draft |
| Application Type: Annual Application | Permit Number: | Permit Status: |

* = Required Fields

| Applicant Info | Annual Permit Info | Review Application Details | Pay Fees |

Annual Permit Info

*Work Location: ○ Statewide ● Counties: (Region Wide)

*Counties:

Alcona County / Alger County / Allegan County / Antrim County / Arenac County / Baraga County / Barry County / Bay County / Berrien County / Branch County

Alpena County / Benzie County

--> / <--

Use 'Ctrl' key to select multiple counties

*Permit for Calendar Year: 2011

This application is valid only for the following proposed operations in the type of right of way as noted:

Type of Right of way

Free	Limited		Proposed Operation
☐	N/A	1	TREE TRIMMING AND TREE REMOVAL - See Supplemental Specifications item # 8 in the Terms and Conditions.
☐		2	UNDERGROUND UTILITY OPERATIONS - PRIOR APPROVAL SHALL BE OBTAINED FROM THE UTILITIES/PERMITS ENGINEER FOR ANY MAINTENANCE OR CONSTRUCTION OPERATIONS WHICH REQUIRE CUTTING PAVEMENT OR BORING OPERATIONS.
	N/A		a. Installation of individual services from an existing facility to either side of the right of way. Services to the far right of way (crossing under the pavement) shall not exceed (3") diameter with this permit.
	N/A		b. Installation of cathodic protection devices.
	N/A		c. Installation of additional cable (electric or communication) in existing conduits.
	N/A		d. Installation of carrier pipes in an existing casing or tunnel.
	N/A		e. Adjustment/reconstruction of manholes.
	☐		f. Routine maintenance of all existing underground facilities.
☐		3	AERIAL UTILITY OPERATIONS - These are limited to:
	N/A		a. Adding / removing poles, conductors, guys and anchors within an existing lead. Installation of additional aerial crossing and service drops that do not require a new pole outside of the existing lead.
	N/A		b. Construction of new aerial crossing and service drops that do not require a new pole outside of the existing lead.
	N/A		c.Routine maintenance of all existing aerial facilities.
☐	N/A	4	GEOPHYSICAL EXPLORATION - Geophysical exploration permits require that the Advance Notice be accompanied by a certificate of the fee owner consent when conducting operations upon the easement right of way.
☐	☐	5	LAND SURVEYS
☐	☐	7	EMERGENCY OPERATIONS - See General Conditions item # 15 in the Terms and Conditions.
☐	N/A	9	SOIL BORINGS (Note: Monitoring wells require and Individual Permit from the appropriate Region/TSC office and are NOT covered by an Annual Permit.)
☐	N/A	12	OTHER (Specify):

Attachments

Click here to upload the attachments if any.

Previous | Next

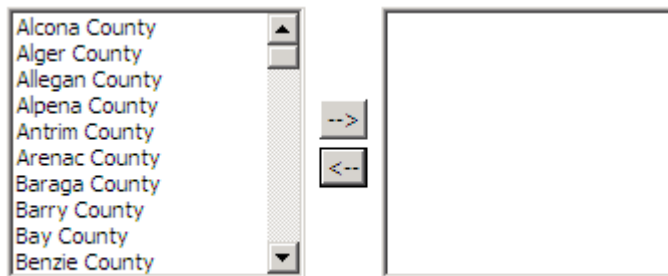| Step	Action
2	Use the following table as a guide for Annual Permit Info screen data-entry. *See Next Page* ⟹

Annual Permit Info Screen Data-Entry
🛈 Note: *= Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.

*Work Location:

If you select Counties, the selection boxes are displayed.

1) Click to select a county.
2) Click the right arrow to display the selected county in the selection box.
3) To select another county, repeat steps 1) and 2).
4) To deselect a county in the selection box, click the county name, and then click the left arrow.

Alcona County
Alger County
Allegan County
Alpena County
Antrim County
Arenac County
Baraga County
Barry County
Bay County
Benzie County

-->
<--

Use 'Ctrl' key to select multiple counties

If you select counties within the same TSC area, you will only receive options for a TSC wide permit.

If you select counties within the same region but from different TSC areas you will receive the options for a Regional permit.

If you select counties from different regions, you will receive the options for a Statewide permit.

🛈 Note: Some permit types may only be applied for under a Statewide permit.

Type of Right of way
Free   Limited

Proposed Operation

Check the boxes for the Proposed Operation(s) that you intend to perform with the permit.

See Next Page ⟹

Annual Permit Info Screen Data-Entry

TREE TRIMMING AND TREE REMOVAL – See Supplemental Specifications item #8 in the Terms and Conditions.

This is the text of item 8:

8. Trees:

    a. The permittee is responsible for obtaining permission from abutting owners when trimming or removing trees on easement right of way.
    b. Tree removal or trimming may be undertaken only after submission of an "Advance Notice of Permitted Activity"-Tree Trimming/Removal" (form 2215), a field review by the Region Resource Specialist and a written approved copy of the advanced notice returned to the permittee.
    c. Limbs, logs, stumps and litter shall be disposed of in a manner acceptable to the Department.
    d. Tree roots shall be bored a distance of one foot for each one inch of trunk diameter for underground utility installations

EMERGENCY OPERATIONS · – See Supplemental Specifications item #15 in the Terms and Conditions.

This is the text of item 15:

15. Emergency Operations: In time of disaster or emergency, or when utility lines or facilities are so damaged as to constitute a danger to life and/or property of the public, access to the same may be had by the most expeditious route. Work is to be completed in a manner which will provide the traveling public with maximum possible safety and minimize traffic distribution. Notice of such situations shall be given to the nearest police authority and the department as soon as can reasonably be done under the circumstances. During normal Department work hours, the facility owner shall advise the Department of any operations within right of way which affect traffic operations or the highway structure or facilities prior to performance of the work. After normal Department work hours, the permittee, at the beginning of the first working day after the emergency operation, shall advise the Department of any operations which affect traffic operations or the highway structures and facilities. If determined necessary by the Department, the permittee shall secure an individual permit for such work after notification.

*Select activity

○ Routine Maintenance and Emergencies Statewide > 150 Activities

○ Routine Maintenance and Emergencies Statewide <= 150 Activities

Select the appropriate radio button to identify how many activities you anticipate to be done under this permit before expiration.

See Next Page ⟹

	Annual Permit Info Screen Data-Entry
Attachments	
	See *Chapter 9* for information on how to upload attachments.

Step	Action
OPTIONAL	To return to the Applicant Info screen, click the Previous button. *See Next Page ⇒*
3	Click the Next button. • CPS will display the Review Application Details screen.

Review Application Details

Printable Version 🖨

Use as a template to create a new application

Applicant Info [EDIT]
Applicant Name: Dolores Colangelo
Mailing Address: Van Wagoner
Lansing   State: MI   Zip: 11111-2222

Primary Contact
Contact Name: none none
Phone No: 111-111-1111   Cell Phone No:
Email Address: aaabbb@com

Work Info [EDIT]
Proposed Work Date From: 09/17/2010   To: 12/31/2010

Annual Type: Statewide   Counties:

Free	Limited	Proposed Operation
☑	☐	LAND SURVEYS
☑	☐	EMERGENCEY HAZARDOUS SPILL / MATERIAL CLEANUP.

Type of Works [EDIT]
Miscellaneous
Land Survey Annual per Region

Application Fee
Additional fees may be applied.
$90.00

Terms and Conditions
Terms and Conditions
☐ I agree to Terms and Conditions.
[Previous] [Add to One Stop Cart] [Continue To Pay by Cash]

Review Application Details   The Review Application Details screen provides the options described in the following table.

See Next Page ⇒

Review Application Details **Screen Options**
Printable Version 🖨️ When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
Use as a template to create a new application See *Chapter 12* for information about how to create applications from templates. ***See Next Page ⟹***
EDIT This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change your permit application data. 1) Click to display the related screen, where you can change your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous Click the button to return to the Permit Fee Determination screen.
Add to One Stop Cart See *Chapter 10* for information about how to pay permit fees in One Stop. ***See Next Page ⟹***

Review Application Details **Screen Options**
[Continue To Pay by Cash] See *Chapter 10* for information about how to pay permit fees in cash.
[Submit] If the Submit button is displayed, your application fee is zero. Click the button to submit your application. **Application Fee** Additional fees may be applied. $00.00
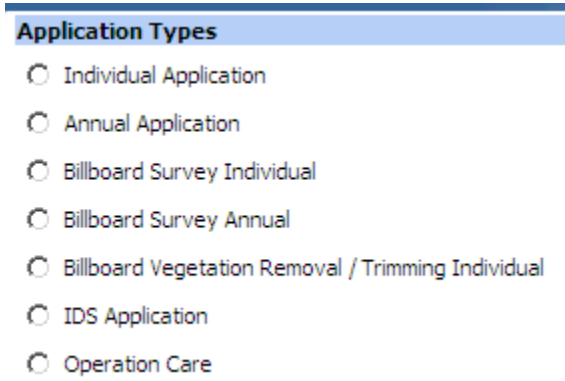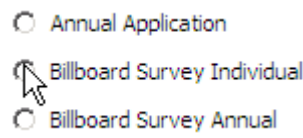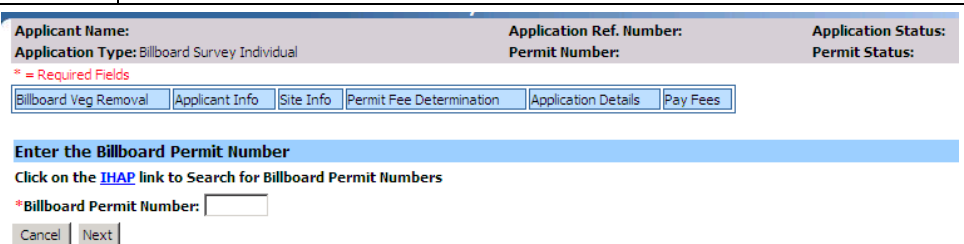
Chapter 4 - Create an Individual Billboard Survey Application

Contents

Preview

This chapter provides step-by-step instructions for creating individual applications for billboard surveys.

Create Application

Use the following procedure to create an individual billboard survey application.

Step	Action
1	Click Create New Application on the CPS menu. The Application Types screen is displayed.
2	Click the circle next to Billboard Survey Individual. The Billboard Permit Number screen is displayed.

See Next Page ⟹

Step	Action
3	• Enter the Billboard Permit Number. OR • Click the IHAP link, search for the billboard number, and then enter it in the Billboard Permit Number field.
4	Click the Next button. The Applicant Info screen is displayed.

Applicant Name: CBSBillboard Company   Application Ref. Number: 3377   Application Status: Draft
Application Type: Billboard Survey Individual   Permit Number: Permit Status:
* = Required Fields

| Billboard Veg Removal | **Applicant Info** | Site Info | Type of Work | Application Details | Pay Fees |

Applicant Info (Property or Facility Owner)
*Applicant Name: CBSBillboard Company
*Mailing Address: 425 west ottawa street
*City: lansing   *State/Providence: Michigan   *Zip Code: 48910
*Primary Contact (Mandatory)
○ Choose one primary contact from my list   ○ Enter new primary contact
Secondary/Consultant Contact (Optional)
○ Choose one secondary/consultant contact from my list   ○ Enter new Secondary/Consultant contact   ○ N/A
Is a Contractor performing the work? ○ Yes ◉ No
Previous   Next

* = Required Fields

	Applicant Name, Mailing Address, City, State/Province, and Zip Code are populated from the information you entered in Michigan Business One Stop (MBOS).
5	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
6	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail fields.

Primary Contact (Mandatory)
○ Choose one primary contact from my list   ◉ Enter new primary contact

*Contact Name:
*Phone # :   -   -   Ext: Cell #:   -   -
*E-Mail:

See Next Page ⇒

Step	Action
7	If the work will be performed by a contractor and the contact information is known, click Yes at the question. If a contractor/consultant is going to be involved in the work, is the contact information known at this time? ○ Yes ● No
8	Click the Next button. The Site Info screen is displayed.

Note Your Application Reference Number

Starting at the Site Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Applicant Name: CBSBillboard Company   Application Ref. Number: 5427   Application Status: Draft
Application Type: Billboard Survey Individual   Permit Number: Permit Status:
* = Required Fields
Billboard Veg Removal | Applicant Info | Site Info | Type of Work | Application Details | Pay Fees

Make a note of the application reference number. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.

You can click the Previous button to go back to the previous screen and review/change any of the data you have entered.

Enter Site Info   Use the following procedure to complete the information required on the Site Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Site Info screen.

Applicant Name: CBSBillboard Company   Application Ref. Number: 5427   Application Status: Draft
Application Type: Billboard Survey Individual   Permit Number: Permit Status:
* = Required Fields

| Billboard Veg Removal | Applicant Info | Site Info | Type of Work | Application Details | Pay Fees |

Site Info

*State Route Prefix: Interstate   *State Route Number: 94

⦿ City
○ Township   *City Of: Lansing
○ Village
*County: Wayne County

Town Range Section (TRS) Info   (PR Finder)
Town: T [ ] -- Select -- ▾   Range: R [ ] -- Select -- ▾   Section: -- Select -- ▾   Add
| Town | Range | Section |

*Nearest Intersection: Waverly Road   *Direction from worksite to the nearest intersection on the state route: East
*At Intersection? ○ Yes ⦿ No
*Distance to the nearest intersection: 1.0   Feet ▾   *Side Of Road(Select all that apply): ☐ North ☐ South ☐ East ☐ West

Work Info
*Proposed start date: [ ]   *Proposed completion date: [ ]
*Purpose: [ ]
(2000 of 2000 remaining)
Requisition #: [ ]   Work Order #: [ ]
*Lane Closure Proposed: ○ Yes ○ No

Bond Info (Bond Requirements)
EPerformance Bond Number: [ ]
Certificate of Agency (MDOT Form 2209) is required if the principal in the bond is not the permittee named in the permit.

Insurance Info (Insurance Requirements)
Certificate of Insurance Number: [ ]

Attachments
Site Access Plan Attached? ○ Yes ⦿ No
*Comments: [ ]
(250 of 250 remaining)
Click here to upload the attachments if any.
Previous   Next

Step	Action
2	Use the following table as a guide for Site Info screen data-entry.

See Next Page ⟹

Site Info Screen Data-Entry
ⓘ Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.
💡 TIP: Click the Links link to display a list of information sources. ▼ Reference » Links
Site Info Area Of The Screen
*State Route Number: Enter the number of the state route that your billboard is on.
Town Range Section (TRS) Info   (PR Finder) Town: T [ ] -- Select -- ▾ Range: R [ ] -- Select -- ▾ Section: -- Select -- ▾ Add Town   Range   Section
Use the PR Finder tool to complete the fields in the Town Range Section Info box:
1) Click the (PR Finder) link to display the MDOT PR Finder tool.
2) In the Map Search box, click the Base Map link. Base map Avera Ani
3) At the right of the screen, click Show⊕ at the right of Quick Zoom.
4) Click the dropdown arrow at Select a County. Select a County: Select a County ▾ Select a County Alcona Alger *See Next Page ⇒*
5) Click to select the county where you plan to do the permitted activity.

Site Info Screen Data-Entry
6) Click Area Info above the county map.
7) On the county map, move the crosshairs $+$ to the location of the permitted activity.
8) Click the location.
9) Note the TRS number in the MDOT Info box.
10) Use the TRS (town range section) number for the Town, Range, and Section fields.
Town: T ⬜   Enter the two-digit township code.   For example, if TRS: 04N02W13   • 04 is the township code.   *See Next Page ⟹*

Site Info Screen Data-Entry
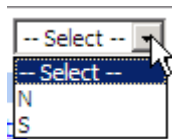
-- Select -- -- Select -- N S Select the direction identifier. For example, if TRS: 04N02W13   • N is the township direction indicator.
Range: R [ ] Enter the two-digit range code. For example, if TRS: 04N02W13   • 02 is the range.
-- Select -- -- Select -- E W Select the direction identifier. For example, if TRS: 04N02W13   • W is the range direction indicator.
Section: -- Select -- Select the two-digit section number. For example, if TRS: 04N02W13 13 is the section number.
Add Click the Add button to save the Town Range Section information you entered. CPS clears the fields for new entries. *See Next Page* ⟹
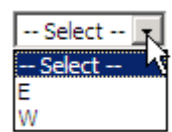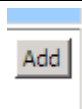
Site Info Screen Data-Entry
delete
Click the link to delete an entry in the Town/Range/Section list.
***Nearest Intersection:**
Enter the name of the nearest street/road/highway that intersects the state route your billboard is on.
***At Intersection?**
Select "Yes" if your site is at the intersection or "No" if the site is not at the intersection.
***Distance to the nearest intersection:** ☐ -- Select -- ▼
Enter the distance to the nearest intersection. Select the drop-down to enter the distance in feet or miles.
***Side Of Road(Select all that apply):** ☐ North ☐ South ☐ East ☐ West
Select the side of the road your work site is on. You may select more than one choice.
Work Info Area Of The Screen
***Proposed start date:** ☐ 🗓
Enter the date you anticipate work to begin. You may use the calendar or type the date using the format MM/DD/YYYY.
***Proposed completion date:** ☐ 🗓
Enter the date you anticipate work to be completed. You may use the calendar or type date using the format MM/DD/YYYY.
***Purpose:**
Describe the activity that you want a permit for.
See Next Page ⟹

Site Info Screen Data-Entry
Requisition #: Enter the number (if any) that you use to track which of your projects the permit is for.
Work Order #: Enter the number (if any) that you use to track which of your projects the permit is for.
*Lane Closure Proposed: If you select Yes, the following three fields are displayed.
Mobility Impact Map Link: Click the link to display the MDOT Mobility Restrictions Map. Descriptions of roadway colors and markings are shown at the left of the map.
Work Located on Restricted Route: If the roadway where you want to do the work is shown as restricted on the map, select Yes.
Work performed outside of time restrictions: Click the roadway where you want to do the work. The Road Information window displays the time restrictions (if any). Select Yes if you will do the work outside the time restrictions or No if you will do the work during restricted times.   *See Next Page* $\Rightarrow$

Site Info Screen Data-Entry
Bond Info **Area Of The Screen**
• Enter the number if you know it. OR • Select the Bond Requirements link. A .pdf will appear that provides information on what a bond is and how to obtain a bond if required. ⓘ Note: If you have questions on whether you require a bond contact your local TSC Construction Permit Agent.
Insurance Info **Area Of The Screen**
• Enter the number if you know it. OR • Select the Insurance Requirements link. A .pdf will appear that provides information on what insurance is and how to obtain insurance if required. ⓘ Note: If you have questions on whether you require a insurance contact your local TSC Construction Permit Agent.
Attachments **Area Of The Screen**
Site Access Plan Attached? Select the yes or no radio button to show whether the Site Access Plan has been attached to the application. If no is selected, an explanation must be entered in the required comments field. *Comments (250 of 250 remaining)
Information on how to upload attachments is in *Chapter 9*.

Step	Action
OPTIONAL	To return to the Applicant Info screen, click the Previous button.
3	When you have finished entering data on the Site Info screen, click the Next button.

Verify Type of Work

Verify the information on the Type of Work screen, and click the Next button.

The Review Application Details screen is displayed.

Applicant Name: CBSBillboard Company   **Application Ref. Number:** 5427   **Application Status:** Draft
Application Type: Billboard Survey Individual   **Permit Number:**   **Permit Status:**

| Billboard Veg Removal | Applicant Info | Site Info | Type of Work | **Application Details** | Pay Fees |

Review Application Details

Printable Version 🖨

Billboard Permit Info `Edit`

Billboard Permit Number: 97343   **Billboard Permit Status:** ISSUED

Applicant Info `Edit`

Applicant Name: CBSBillboard Company
Mailing Address: 425 west ottawa street
City: lansing   **State:** MI   **Zip:** 48910
Primary Contact
Contact Name: 1111
Phone No: 111-111-1111   **Cell Phone No:**
Email Address: 111@111.com

Site Info `Edit`

State Route: I94   **City Of:** Lansing   **County:** Wayne County

Town	Range	Section
T1N	R1E	01

Nearest Intersection: Waverly Road   **Side of Road:**   ☑ North

Distance to the nearest intersection: 1.0 Feet   **Direction from worksite to the nearest intersection on the state route:**   East

Work Info `Edit`

Proposed Start Date: 04/08/2011   **Proposed Completion Date:** 07/07/2011

Purpose: Survey

Requisition #:   **Work Order #:**
Lane Closure Proposed: No
Work Located on Restricted Route: No
Work performed outside of time restrictions: No

Bond Info `Edit`

Department Bond Number:

Insurance Info `Edit`

Certificate of Insurance Number:

Attachments

Attachments Not Included.

Site Access Plan

Site Access Plan Uploaded? No
Test

Type of Work `Edit`

Miscellaneous
Billboard Survey Individual

Application Fee

Additional fees may be applied.
$30.00

Terms and Conditions

Terms and Conditions
☐ I agree to Terms and Conditions.

| Previous | Add to One Stop Cart | Continue To Pay by Cash |

Review Application Details

The Review Application Details screen provides the options described in the following table.

Review Application Details **Screen Options**
Printable Version 🖨️   When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
EDIT   This is a review screen. You can't change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data.   1) Click to display the related screen, where you can change any of your entries.   2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions   When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions.   Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous   Click the button to return to the Type of Work screen.
Add to One Stop Cart   See *Chapter 10* for information about how to pay permit fees in One Stop.
Continue To Pay by Cash   See *Chapter 10* for information about how to pay permit fees in cash.

Chapter 5 - Create an Annual Billboard Survey Application

Contents

Create Application

Use the following procedure to create an annual billboard survey application in CPS.

Step	Action
1	Click Create New Application on the CPS menu. ▼ CPS Home » Create new Application » Create new Application From Template The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual ○ Billboard Vegetation Remov ○ IDS Application ○ Operation Care
2	Click the circle next to Billboard Survey Annual. The Applicant Info screen is displayed. The Applicant Info screen displays some of your account data from One Stop.

Applicant Name: **Application Ref. Number:**   **Application Status:**
Application Type: Billboard Survey Annual   **Permit Number:**   **Permit Status:**
* = Required Fields

| Applicant Info | Annual Permit Info | Review Application Details | Pay Fees |

Applicant Info (Property or Facility Owner)
*Applicant Name: CBSBillboard Company
*Mailing Address: 425 west ottawa street
*City: lansing   *State/Providence: Michigan   *Zip Code: 48910
*Primary Contact (Mandatory)
○ Choose one primary contact from my list   ○ Enter new primary contact
Secondary/Consultant Contact (Optional)
○ Choose one secondary/consultant contact from my list   ○ Enter new Secondary/Consultant contact   ○ N/A

| Cancel | Next |

Enter Applicant Info   Use the following procedure for Applicant Info screen data-entry.

Step	Action
1	Change or complete the applicant information.
2	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
3	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.

Primary Contact (Mandatory)
○ Choose one primary contact from my list   ● Enter new primary contact
*Contact Name:
*Phone # :   -   -   Ext: Cell #:   -   -
*E-Mail:

| 4 | You can complete or skip the optional fields. |
| 5 | Click the Next button to display the Annual Permit Info screen. |

Note Your Application Reference Number

Starting at the Annual Permit Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Applicant Name: CBSBillboard Company	**Application Ref. Number:** 1633
Application Type: Billboard Survey Annual	**Permit Number:**

Make a note of the application reference number - if you need to search for your application, the number is the easiest way. See *Chapter 11* for more information about searching in CPS.

Enter Annual Permit Info

Use the following procedure for Annual Permit Info screen data-entry.

Step	Action
1	Use the following table as a guide for Annual Permit Info screen data-entry.

Applicant Name: CBSBillboard Company	**Application Ref. Number:** 1633	**Application Status:** Draft
Application Type: Billboard Survey Annual	**Permit Number:**	**Permit Status:**

* = Required Fields

Applicant Info	**Annual Permit Info**	Review Application Details	Pay Fees

Annual Permit Info

*Work Location: ⦿ Statewide ◯ Counties:

*Permit for Calendar Year: 2010 ▾

This application is valid only for the following proposed operations in the type of right of way as noted:

Type of Right of way

Free	Limited		Proposed Operation
☐	☐	1	BILLBOARD VEGETATION SURVEY

Attachments
Click here to upload the attachments if any.

[Previous] [Next]

See Next Page ⟹

Annual Permit Info Screen Data-Entry

⓵ Note: *= Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.

*Work Location:

○ Statewide   ⦿ Counties:

If you select Counties, the selection boxes are displayed.

1) Click to select a county.
2) Click the right arrow to display the selected county in the selection box.
3) To select another county, repeat steps 1) and 2).
4) To deselect a county in the selection box, click the county name, and then click the left arrow.

Alcona County
Alger County
Allegan County
Alpena County
Antrim County
Arenac County
Baraga County
Barry County
Bay County
Benzie County

-->
<--
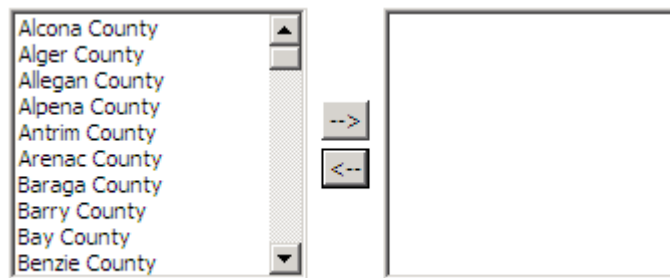
Use 'Ctrl' key to select multiple counties

If you select counties within the same TSC area, you will only receive the options for a TSC wide permit.

If you select counties within the same region but from different TSC areas you will receive the options for a Regional permit.

If you select counties from different regions, you will receive the options for a Statewide permit.

⓵ Note: Some permit types may only be applied for under a Statewide permit.

See Next Page ⟹

Annual Permit Info Screen Data-Entry
*Permit for Calendar Year: Click the dropdown arrow and click to select the year you want the permit for.
Type of Right of way **Free   Limited** ☐   ☐ Check one or both of the right of way boxes.
Attachments Click here to upload the attachments if any. See *Chapter 9* for information on how to upload attachments.
Previous To return to the Applicant Info screen, click the Previous button.
Next Click the Next button to display the Review Application Details screen.

The Review Application Details screen is displayed.

Review Application Details

Printable Version

Use as a template to create a new application

Applicant Info EDIT

Applicant Name:	Dolores Colangelo				
Mailing Address:	Van Wagoner				
City:	Lansing	State:	MI	Zip:	11111-2222

Primary Contact

Contact Name:	none none		
Phone No:	111-111-1111	Cell Phone No:	
Email Address:	aaabbb@com		

Work Info EDIT

Proposed Work Date From:	09/17/2010	To:	12/31/2010
Annual Type:	Statewide	Counties:	

Free	Limited	Proposed Operation
☑	☐	LAND SURVEYS
☑	☐	EMERGENCEY HAZARDOUS SPILL / MATERIAL CLEANUP.

Type of Works EDIT

Miscellaneous
Land Survey Annual per Region

Application Fee

Additional fees may be applied.
$90.00

Terms and Conditions

Terms and Conditions

☐ I agree to Terms and Conditions.

Previous | Add to One Stop Cart | Continue To Pay by Cash

Review Application Details

The Review Application Details screen provides the options described in the following table. The information is presented in the order you see it on the screen – top to bottom and left to right.

Review Application Details **Screen Options**
Printable Version 🖨   When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
Use as a template to create a new application   See *Chapter 13* for information about how to create applications from templates.
EDIT   This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data.   1) Click to display the related screen, where you can change your entries.   2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen.
Terms and Conditions   When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions.   Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.   *See Next Page* ⟹

Review Application Details **Screen Options**
Previous Click the button to return to the Annual Permit Info screen.
Add to One Stop Cart See *Chapter 10* for information about how to pay permit fees in One Stop and then submit your application.
Continue To Pay by Cash See *Chapter 10* for information about how to pay permit fees in cash and then submit your application.
Submit If the Submit button is displayed, your application fee is zero. Click the button to submit your application. **Application Fee** Additional fees may be applied. $00.00

Chapter 6 - Create an Individual Vegetation Removal/Trimming Application

Contents
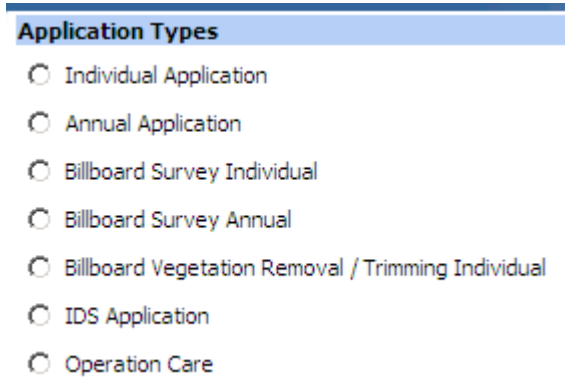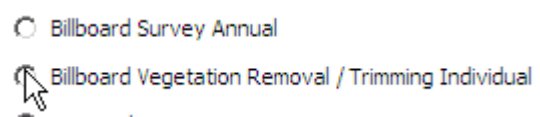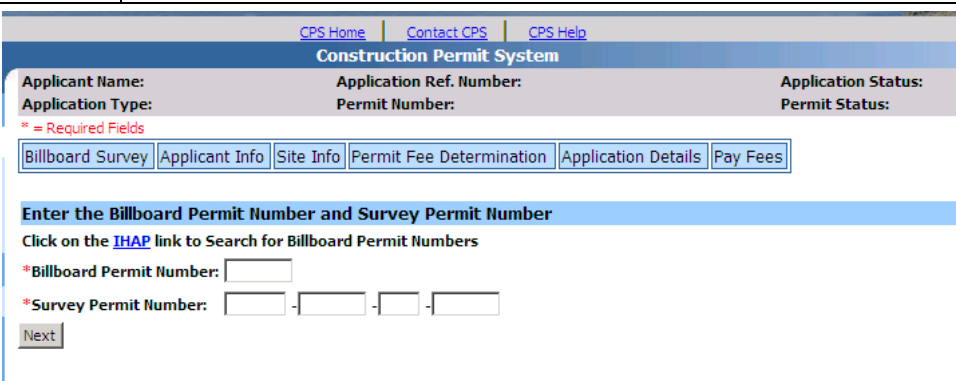
Note:
You must have a CPS individual billboard survey permit number before you can create an individual vegetation removal / trimming application.
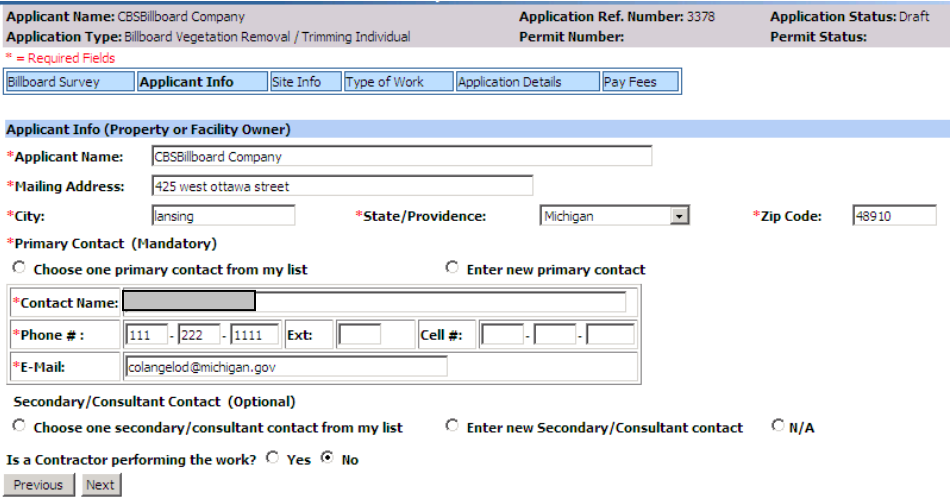
Preview
This chapter provides step-by-step instructions for creating individual vegetation removal / trimming applications for billboards.

Create Application

Use the following procedure to create an individual billboard vegetation removal / trimming application.

Step	Action
1	Click Create New Application on the CPS menu. The Application Types screen is displayed. **Application Types** ○ Individual Application ○ Annual Application ○ Billboard Survey Individual ○ Billboard Survey Annual ○ Billboard Vegetation Removal / Trimming Individual ○ IDS Application ○ Operation Care
2	Click the circle next to Billboard Vegetation Removal / Trimming Individual. ○ Billboard Survey Annual ◉ Billboard Vegetation Removal / Trimming Individual The Billboard Permit Number and Survey Permit Number screen is displayed.

CPS Home | Contact CPS | CPS Help
Construction Permit System

| Applicant Name: | Application Ref. Number: | Application Status: |
| Application Type: | Permit Number: | Permit Status: |

* = Required Fields

| Billboard Survey | Applicant Info | Site Info | Permit Fee Determination | Application Details | Pay Fees |

Enter the Billboard Permit Number and Survey Permit Number

Click on the **IHAP** link to Search for Billboard Permit Numbers

*Billboard Permit Number: [   ]

*Survey Permit Number: [   ] - [   ] - [   ] - [   ]

[Next]

See Next Page ⟹

Step	Action
3	• Enter the Billboard Permit Number. OR • Click the IHAP link, search for the billboard number, and then enter it in the Billboard Permit Number field.
4	Enter the Survey Permit Number.
5	Click the Next button. The Applicant Info screen is displayed.

	Applicant Name, Mailing Address, City, State/Province, and Zip Code are populated from the information you entered in Michigan Business One Stop (MBOS).
6	The primary contact information is pre-populated from the Billboard Survey Permit information. If you would like to change the primary contact information you may click Choose one primary contact from my list, your contact list opens in a separate window. Click the primary contact you want on this permit.
7	You may also change the contact information by overwriting the Contact Name, Phone #, and E-Mail fields. *See Next Page ⟹*

Step	Action
8	If the work will be performed by a contractor, click Yes at the question. **If a contractor/consultant is going to be involved in the work, is the contact information known at this time?** ○ Yes ● No
9	Click the Next button. The Site Info screen is displayed.

Applicant Name: CBSBillboard Company   Application Ref. Number: 5432   Application Status: Draft
Application Type: Billboard Vegetation Removal / Trimming Individual   Permit Number: Permit Status:
* = Required Fields

Billboard Survey | Applicant Info | **Site Info** | Type of Work | Application Details | Pay Fees

Site Info

*State Route Prefix: [Interstate ▼]   *State Route Number: [94]

● City
○ Township   *City Of: [Lansing]
○ Village
*County: [Wayne County ▼]

Town Range Section (TRS) Info   (PR Finder)

Town: T [ ] -- Select -- ▼   Range: R [ ] -- Select -- ▼   Section: -- Select -- ▼   [Add]

Town	Range	Section	
T1N	R1E	01	delete

*Nearest Intersection: [Waverly Road]   *Direction from worksite to the nearest intersection on the state route: [East ▼]

*At Intersection? ○ Yes ● No

*Distance to the nearest intersection: [1.0] [Feet ▼]   *Side Of Road(Select all that apply): ☑ North ☐ South ☐ East ☐ West

Work Info

*Proposed start date: [ ] 📅   *Proposed completion date: [ ] 📅

*Purpose: [ ]
(2000 of 2000 remaining)

*Exceed 5 Second: ○ Yes ○ No

Requisition #: [ ]   Work Order #: [ ]

*Lane Closure Proposed: ○ Yes ○ No

Bond Info (Bond Requirements)

EPerformance Bond Number: [ ]

Certificate of Agency (MDOT Form 2209) is required if the principal in the bond is not the permittee named in the permit.

Insurance Info (Insurance Requirements)

Certificate of Insurance Number: [ ]

Attachments

Click here to upload the attachments if any.

[Previous] [Next]

Note Your Application Reference Number

Starting at the Site Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.

Make a note of the application reference number. If you need to search for your application, using the number is the easiest way. See *Chapter 11, Search for Your Existing Applications/Permits*, for more information on searching in CPS.

Applicant Name: CBSBillboard Company	**Application Ref. Number:** 3378	**Application Status:** Draft
Application Type: Billboard Vegetation Removal / Trimming Individual	**Permit Number:**	**Permit Status:**

Use the Previous and Next Buttons

Starting at the Site Info screen, the Previous and Next buttons are available at the bottom of every screen.
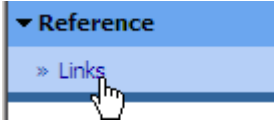
You can click the Previous button to go back to the previous screen and review/change any of the data you have entered.

Enter Site Info

Use the following procedure to complete the information required on the Site Info screen.

Step	Action
1	Click the Next button on the Applicant Info screen to display the Site Info screen.
2	Use the following table as a guide for Site Info screen data-entry. *See Next Page* ⟹

Site Info Screen Data-Entry
ⓘ Note: *** = Required Fields** Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.
💡 TIP: Click the Links link to display a list of information sources. ▼ **Reference** » Links
Site Info **Area Of The Screen**
The Site Info Area of the screen is pre-populated with the information provided on the associated Billboard Survey permit. See *Chapter 2* for an explanation of how to enter the information if changes are needed.
Work Info **Area Of The Screen**
***Proposed start date:** [　　　　] 📅 Enter the date you anticipate work to begin. You may do this by selecting the calendar or typing in the date in the format MM/DD/YYYY.
***Proposed completion date:** [　　　] 📅 Enter the date you anticipate work to be done. You may do this by selecting the calendar or typing in the date in the format MM/DD/YYYY.
***Purpose:** Describe the activity that you want a permit for.
***Exceed 5 Second:** If you are requesting that the billboard be visible for more than 5 seconds at the posted speed, click Yes and enter an explanation in the mandatory Comments field.
Requisition #: Enter the number (if any) that you use to track which of your projects the permit is for. *See Next Page ⟹*

Site Info Screen Data-Entry
Work Order #:
Enter the number (if any) that you use to track which of your projects the permit is for.
Bond Info **Area Of The Screen**
• Enter the number if you know it. OR • Select the Bond Requirements link. A .pdf will appear that provides information on what a bond is and how to obtain a bond if required. ⓘ Note: If you have questions on whether you require a bond contact your local TSC Construction Permit Agent.
Insurance Info **Area Of The Screen**
• Enter the number if you know it. OR • Select the Insurance Requirements link. A .pdf will appear that provides information on what insurance is and how to obtain insurance if required. ⓘ Note: If you have questions on whether you require a insurance contact your local TSC Construction Permit Agent.
Attachments **Area Of The Screen**
Information on how to upload attachments is in *Chapter 9*.

Step	Action
OPTIONAL	To return to the Applicant Info screen, click the Previous button.
3	When you have finished entering data on the Site Info screen, click the Next button.

Verify Type of Work

Verify the information on the Type of Work screen, and click the Next button.

Type of Work (Fee Determination)
* At least one option in the fee type is mandatory

Miscellaneous
☑ Billboard Vegetation Removal Application

[Previous] [Next]

The Review Application Details screen is displayed.

Applicant Name: CBSBillboard Company   **Application Ref. Number:** 5432   **Application Status:** Draft
Application Type: Billboard Vegetation Removal / Trimming Individual   **Permit Number:**   **Permit Status:**

| Billboard Survey | Applicant Info | Site Info | Type of Work | **Application Details** | Pay Fees |

Review Application Details

Printable Version 🖨

Billboard Permit and Survey Permit Info [Edit]

Billboard Permit Number: 97343
Survey Permit Number: 01-005427-11-11311

Applicant Info [Edit]

Applicant Name: CBSBillboard Company
Mailing Address: 425 west ottawa street
City: lansing   **State:** MI   **Zip:** 48910
Primary Contact
Contact Name: 1111
Phone No: 111-111-1111   **Cell Phone No:**
Email Address: 111@111.com

Site Info [Edit]

State Route: I94   **City Of:** Lansing   **County:** Wayne County

Town	Range	Section
T1N	R1E	01

Nearest Intersection: Waverly Road   **Side of Road:**   ☑ North

Distance to the nearest intersection: 1.0 Feet   **Direction from worksite to the nearest intersection on the state route:**   East

Work Info [Edit]

Proposed Start Date: 04/07/2011   **Proposed Completion Date:**   06/10/2011

Purpose: Test

Requisition #:   **Work Order #:**
Exceed 5 Second: No
Lane Closure Proposed: No
Work Located on Restricted Route: No
Work performed outside of time restrictions: No

Bond Info [Edit]

Department Bond Number:

Insurance Info [Edit]

Certificate of Insurance Number:

Attachments

Attachments Not Included.

Type of Work [Edit]

Miscellaneous
Billboard Vegetation Removal Application

Application Fee

Additional fees may be applied.
$150.00

Accept Conditions

☐ Color Photographs, Proposed Plan and List of trees and shrubs Uploaded.
☐ Trees and Shrubs Flagged.

Terms and Conditions

Terms and Conditions

☐ I agree to Terms and Conditions.

| Previous | Add to One Stop Cart | Continue To Pay by Cash |

**Review
Application
Details**

The Review Application Details screen provides the options described in the following table.

Review Application Details **Screen Options**
Printable Version

When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed. |
| EDIT

This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change any of your permit application data.

1) Click to display the related screen, where you can change your entries.
2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen. |
| **Accept Conditions** Area of the Screen |
| ☐ Color Photographs, Proposed Plan and List of trees and shrubs Uploaded.

Click to put a check in the box indicating you have attached color photographs, a proposed plan and a List of Trees and Shrubs to this application. See *Chapter 9* for information on how to upload attachments. |
| ☐ Trees and Shrubs Flagged.

Click to put a check in the box indicating you have flagged the trees and shrubs at the work site. |
| **Terms and Conditions** Area of the Screen |
| **Terms and Conditions**

When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.

See Next Page ⟹ |

Review Application Details **Screen Options**
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
[Previous] Click the button to return to the Type of Work screen.
[Add to One Stop Cart] See *Chapter 10* for information about how to pay permit fees in One Stop.
[Continue To Pay by Cash] See *Chapter 10* for information about how to pay permit fees in cash.
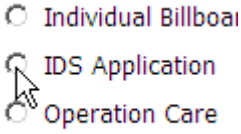
Chapter 7 - Create an Indefinite Delivery Service (IDS) Application

Contents

Create Application

Use the following procedure to create a new IDS application.

Step	Action
1	Click Create New Application on the CPS menu. The Application Types screen is displayed.
2	Click the circle next to IDS Application. The Applicant Info screen is displayed.

Enter Applicant Info

Use the following procedure to complete the information required on the Applicant Info screen.

Note: The Applicant Info screen displays some of your account data from One Stop.

Step	Action
1	Change or complete the applicant information.
2	If you click Choose one primary contact from my list, your list opens in a separate window. Click the primary contact you want on this permit.
3	If you click Enter new primary contact, complete the Contact Name, Phone #, and E-Mail data entry fields that are displayed.
4	Click the Next button to continue to the IDS Info screen.

Applicant Name: John Jones	**Application Ref. Number:** 42	**Application Status:** Draft
Application Type: IDS Application	**Permit Number:**	**Permit Status:**

* = Required Fields

Applicant Info	IDS Info	Application Details

IDS Info

*MDOT IDS Contract Number (YYYYX..N):

Contract Start Date: **Contract Expiration Date:**

Types of IDS activities allowed:

Attachments

Click here to upload the attachments if any.

Previous   Next

Note Your Application Reference Number

Starting at the IDS Info screen, the Applicant Name, Application Ref. Number, Application Status, and Application Type are displayed in the gray bar at the top of the screen.
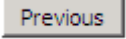
Applicant Name: John Jones	**Application Ref. Number:** 43	**Application Status:** Draft
Application Type: IDS Application	**Permit Number:**	**Permit Status:**

Make a note of the application reference number - if you need to search for your application, the number is the easiest way. See *Chapter 11* for more information on searching in CPS.

Enter IDS Info

Use the following table as reference for entering data on the IDS Info screen.

IDS Info Screen Data-Entry
ⓘ Note: * = Required Fields Fields marked with a red asterisk are required. You must enter data into the fields marked with a red asterisk.
*MDOT IDS Contract Number (YYYYX..N):   Enter your MDOT IDS contract number.
ⓘ Note: Contract Start Date, Contract Expiration Date, and Types of IDS Activities Allowed are from the written IDS contract signed with the State of Michigan.   *See Next Page* ⟹

IDS Info Screen Data-Entry
Attachments Click here to upload the attachments if any. Information on how to upload attachments is in *Chapter 9.*
Previous Click the Previous button to go back to the Applicant Info screen. You can review/change any of the data you entered.
Next Click the Next button to display the Review Application Details screen.

Review Application Details

There are no fees for IDS permits. Use the table following the diagram to review the application details.

Review Application Details **Screen Options**
Printable Version
When you click this icon, a simplified version of your data entries is displayed in a separate window. A Print dialog box, where you can choose to print the document, is also displayed.
This is a review screen. You cannot change or edit any of the data on the screen itself. Click the Edit button if you want to change your permit application data. 1) Click to display the related screen, where you can change your entries. 2) Click the Next button (you may need to do this on more than one screen) to return to the Review Application Details screen. *See Next Page* ⟹

Review Application Details **Screen Options**
Terms and Conditions When you click this link, the MDOT Construction Permit Terms and Conditions are displayed in a separate window. When you have read the document, close the document window.
☐ I agree to Terms and Conditions. Click to put a check in the box indicating your acceptance of the MDOT Construction Permit Terms and Conditions.
Previous Click the button to return to the IDS Info screen.
Submit Application Click the button to submit your application. The following screen is displayed. **Application Type:** IDS Application   **Permit Number:** -001646-10-   **Permit Status:** **Permit Application Submitted** You have successfully submitted the permit application. Your application reference number is 1646. Please use the application reference number for all further communication with MDOT.

Chapter 8 - Operation Care Application

Please do not submit an Operation Care application through the Construction Permit System. Michigan's Operation Care program is not established to use this system at this time. If you would like to obtain an Operation Care permit, please call the Michigan State Police at 517-241-0576.

Chapter 9 - Upload Attachments

Contents

Procedure

Several CPS screens provide the option for you to attach documents, forms and notices, pictures, or plans to your permit application.

Attachments
Click here to upload the attachments if any.

When you click the link, the Upload screen is displayed. Use the following procedure to attach supporting documentation to your application.

You may also upload attachments any time prior to application submission by clicking on » Attachments - View/Add on the left side menu.
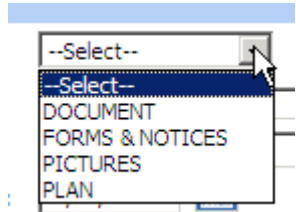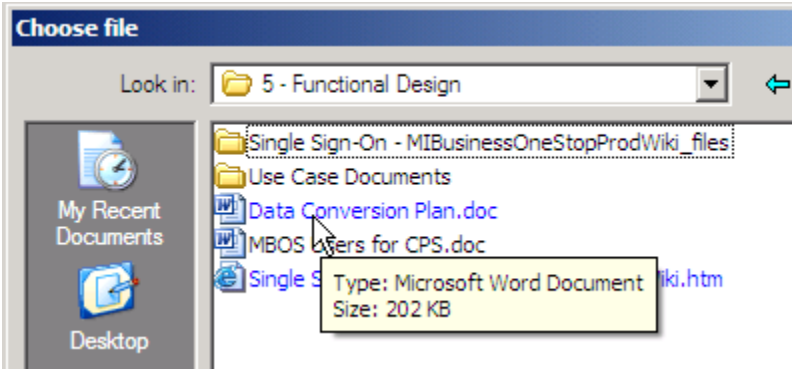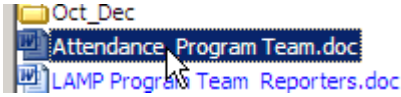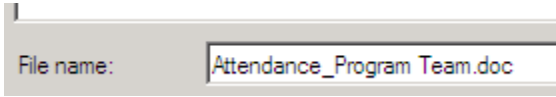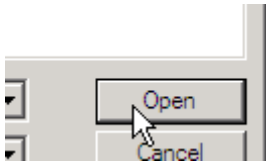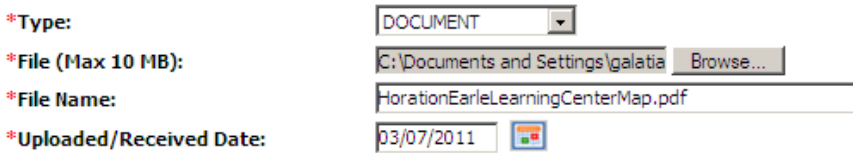
Upload
Files larger than 10 MB shall be divided into files 10 MB or smaller prior to upload.

*Type:	--Select--
*File (Max 10 MB):	Browse...
*File Name:	
*Uploaded/Received Date:	03/07/2011
Comments:	

(500 of 500 remaining)

Save   Clear   Return

No Attachments Found

Step	Action
ⓘ Note:	All the fields on this screen are required. You must enter data into each of the fields on this screen. *See Next Page* ⟹

Step	Action
1	Click the arrow at the Type field, and select the type of attachment. ![Select dropdown showing --Select--, DOCUMENT, FORMS & NOTICES, PICTURES, PLAN] Your selection is displayed in the Type field.
2	Click the Browse button at the Upload File field. ***File (Max 10 MB):** _____ Browse... The Choose File dialog box opens. ![Choose file dialog box, Look in: 5 - Functional Design, showing folders Single Sign-On - MIBusinessOneStopProdWiki_files, Use Case Documents, and files Data Conversion Plan.doc, MBOS Users for CPS.doc, Single S...iki.htm, with tooltip Type: Microsoft Word Document Size: 202 KB]
3	In the Choose File dialog box, navigate to the file that you want to attach. ***See Next Page ⇒***

Step	Action
4	Click the name of the file that you want to attach to the permit application. The name of the file is highlighted. Oct_Dec Attendance_Program Team.doc LAMP Program Team Reporters.doc The name of the file is displayed in the File Name field in the dialog box. File name: Attendance_Program Team.doc
5	Click the Open button in the Choose File dialog box. Open Cancel The dialog box closes. On the Upload screen, the Upload File, Upload File Name, and Uploaded/Received Date are populated. *Type: DOCUMENT *File (Max 10 MB): C:\Documents and Settings\galatia Browse... *File Name: HorationEarleLearningCenterMap.pdf *Uploaded/Received Date: 03/07/2011
6	In Comments field, you may enter additional information related to the attachment. *See Next Page ⟹*

Step	Action
7	• To upload the attachment and stay on the Upload screen to add another attachment, click the Save button. CPS displays a success message across the top. ✅ **Attachment uploaded successfully.** • To cancel the attachment and stay on the Upload screen to add a different attachment, click the Clear button. • To close the Upload screen and return to the permit application screen, click the Return button.

Chapter 10- Pay Fees

Contents

Payment Required

Fee payment is required before your application can be submitted. If additional fees are added, you will be notified. Additional fees must be paid before your permit can be issued.

Payment Methods

CPS provides options for fee payment.

- If you want to pay by credit card or electronic check, click the Add to One Stop Cart button.
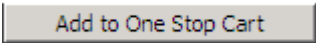
OR

- If you want to pay cash at an MDOT facility, click the Continue to Pay by Cash button.
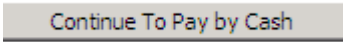
Add to One Stop Cart

When you click the Add to One Stop Cart button, CPS displays the following confirmation message.
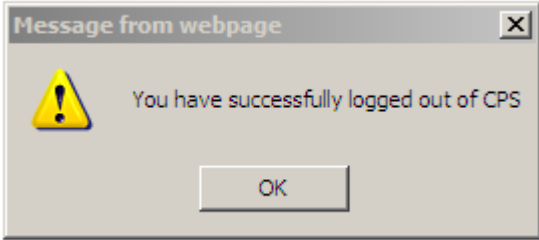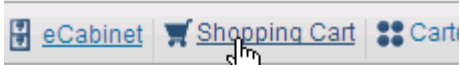
Permit Application Added to One Stop Cart

You have successfully added the permit application to One Stop Cart. Your application reference number is 3334. Your application will not be submitted until you make the payment. Use the application reference number for all further communication with MDOT.

Click here to close CPS application and make payment.

Pay in One Stop

Use the following procedure to pay your permit fees in One Stop.

Step	Action
1	Click the link on the message screen. Receive pop-up message. Message from webpage — You have successfully logged out of CPS — OK
2	Select OK button. The CPS window closes and you see the Michigan Business One Stop (MBOS) screen.
2	Click the Shopping Cart link at the top of the MBOS screen. eCabinet · Shopping Cart · Cart. The Shopping Cart page is displayed. *See Next Page ⟹*

Step	Action
3	Follow the prompts on the One Stop screens to pay your permit fees. ⓘ Note: When your transaction is complete, One Stop submits your paid permit application to MDOT.

Pay by Cash   When you click the Continue to Pay by Cash button, CPS displays the following message.
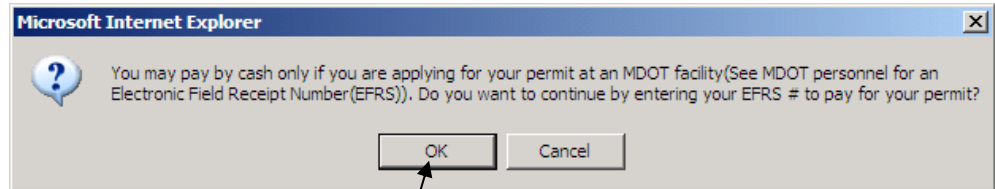
Enter the EFRS #   Use the following procedure to pay your permit fees with EFRS.

Step	Action
1	Pay your permit fees to MDOT personnel at the MDOT facility where you are applying for your permit. You will be given a receipt with your EFRS #.
2	Click the OK button in the dialog box. CPS displays the Payments screen.
3	Enter your EFRS # in the Electronic Field Receipt Number field. Note: If you are not at an MDOT facility and paying cash, click the Previous button to return you to the Review Application Details screen where you may select the Add to One Stop Cart button.
4	Click the Submit button.

Chapter 11 – Signing In and Out and
Searching for Your Existing Applications/Permits

Contents

Preview

This chapter provides procedures for signing in and out of the system while you are doing permit business, and for finding (searching for) your existing applications and permits in CPS.

Sign Out   Once you have started to work on a permit application, you may have to
                      sign out and come back to it later. Use the following procedure to sign
                      out.

Step	Action
1	Make a note of the application reference number in the gray bar at the top of the screen.

Applicant Name: ann smith **Application Ref. Number:** 5421 **Application Status:** Draft	
Application Type: Annual Application **Permit Number:** **Permit Status:**	

Step	Action
2	Click the Sign Out link at the upper right of the CPS screen. CPS displays the following message.
3	Click the OK button in the dialog box. CPS closes. The Michigan Business One Stop (MBOS) screen is displayed.
4	Click the Sign Out link in the green bar at the top of the screen. MBOS displays the following screen. *See Next Page* ⟹

Step	Action
	Log Out You have successfully signed out. Please click on close button to close the window. Thank you for doing business with **Michigan Business One Stop**. Close
5	Click the Close button. MBOS closes.

Sign In as an Existing User

Once you have started to work on a permit application, you may have to sign out and come back to it later. Use the following procedure to sign in to the system as an existing user.

Note: This procedure is illustrated in *Chapter 1*.
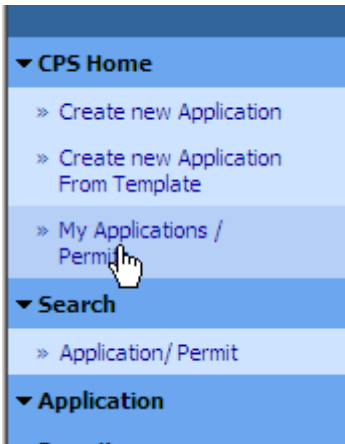
Step	Action
1	Sign in to One Stop.
2	Click the My Workspace link.
3	On the My Workspace tab, click the Right-of-Way Construction Permits link. CPS opens in a separate window.
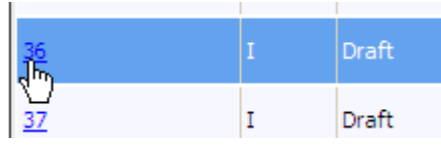
Step	Action
Display a List of Your Applications and Permits	CPS offers two methods for locatating a specific application or permit. The first method is using My Applications/Permits. The second method is using Search > Applications/Permits. The following procedure uses the My Applications/Permits method.

Step	**Action**
1	Click My Applications/Permits. ▼ **CPS Home** » Create new Application » Create new Application From Template » My Applications / Permit ▼ **Search** » Application/Permit ▼ **Application** CPS displays the list of your applications. ◉ Applications ○ Permits

App. Ref. No	App. Type	App. Status	Permit Status	State Route	County	Applicant Name	Applicant City	Contractor Name
35	I	Draft		I-96	Ingham	D C	Lansing	
25	A	Draft				D C	Lansing	
36	I	Draft				D C	Lansing	
37	I	Draft		I-96	Ingham	D C	Lansing	
38	A	Added To One Stop Cart				D C	Lansing	

Page: 1 of 1 GO ◀ ▶

I - Individual , **A** - Annual , **AS**-Annual Billboard Survey , **IB**-Individual Billboard Vegetation Removal / Trimming , **IS**-Individual Billboard Survey , **OC** - Operation Care **ID** - Indefinite Delivery Service

	Descriptive information is shown for each of your applications. • Reference Number • Type

Step	Action
	• Status *See Next Page ⟹*
2	If your list is long, click the right arrow to page through it or you may select the column headers to rearrange. Page: [1] of [1] [GO] ⬅ ➡
3	To display the list of your permits, click the Permit radio button. ○ Applications ◉ Permits CPS will display your Permits list showing the same descriptive information as your Applications list.
4	To display an application or permit, click the link in the App Ref No or permit number column. | 36	I	Draft
37	I	Draft	 CPS will display the selected application or permit.
5	Use the Previous and Next buttons to find the page you want to work on.
ⓘ Note:	You can change any item in an application that is in Draft status. Once your application or advance notice has been submitted, changes cannot be made. If changes are necessary, contact your local TSC Construction Permit Agent.

Search for an Application or Permit

Use the following procedure to search for one or more of your applications or permits using the Search > Application/Permits method.

Step	Action
1	Click Application/Permit on the menu. The Search Criteria screen is displayed.
2	Enter any identifying data you have about the application or permit. ⚠️ CAUTION Do not guess. CPS searches for exact matches on the criteria you enter. If you are unsure about something, leave that search field blank. *See Next Page* ⟹

Step	Action
3	Click the Search button. CPS will display the list of applications and permits that match the search criteria you entered.

Step	Action
4	Click a link in the App Ref No column to display a specific item.
5	Click the arrows to move forward and backward through the list.
6	To start a new search, click the Back to Search button. CPS displays Search Criteria screen. You can enter new search criteria and click the Search button to start a new search.

Chapter 12 – Actions for an Issued Permit

Contents

Preview

This chapter provides the procedures for the following actions:

▼ Permit
- » Permit Package
- » Extensions
- » Advance Notices
- » Completion Notices
- » Remarks

Retrieving your Issued Permit (Permit Package)

When your permit has been issued, you will receive an e-mail similar to the following.

```
Dear CBSBillboard Company,

Your permit with application reference number 1630 has been issued by Michigan
Department of Transportation. The permit number is 98000-001630-10-110510.

Please login to the CPS system to print the permit and its attachments.

Please do not reply to this email.

Thank you,

MDOT Construction Permit System

You can access CPS by logging into One Stop by clicking on this link

 http://www.michigan.gov/business
```
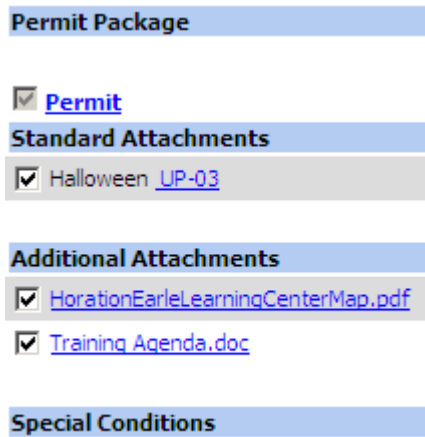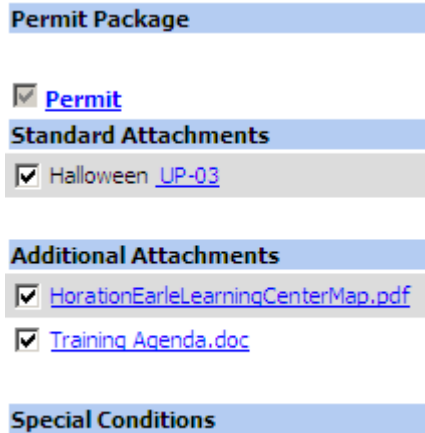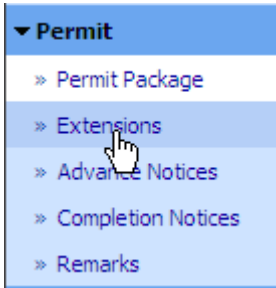
Step	Action
1	Search for your permit using one of the methods in *Chapter 11*.
2	Click the permit number and the permit package will be displayed. **Permit Package** ☑ **Permit** **Standard Attachments** ☑ Halloween UP-03 **Additional Attachments** ☑ HorationEarleLearningCenterMap.pdf ☑ Training Agenda.doc **Special Conditions** The permit package will include the permit, attachments and any special conditions. *See Next Page* ⟹

Step	Action
3	Click the permit link to review and/or print your permit.
	Permit Package
	☑ Permit
	Standard Attachments
	☑ Halloween UP-03
	Additional Attachments
	☑ HorationEarleLearningCenterMap.pdf
	☑ Training Agenda.doc
	Special Conditions
4	Click each attachment link to review and/or print the attachment.
5	Review the Special Conditions listed.
① Note:	The special conditions will also appear on the permit document.

Request an Extension

Use the following procedure to request an extension of the permit expiration date.

Step	Action
1	Search for your permit using one of the methods in *Chapter 11*.
2	Click the permit number and the permit package will be displayed. **Permit Package** ☑ **Permit** **Standard Attachments** ☑ Halloween UP-03 **Additional Attachments** ☑ HorationEarleLearningCenterMap.pdf ☑ Training Agenda.doc **Special Conditions** The permit package will include the permit, attachments and any special conditions.
3	Click Extensions on the menu. ▼ **Permit** » Permit Package » Extensions » Advance Notices » Completion Notices » Remarks CPS displays the Permit Extension screen. *See Next Page ⟹*

Step	Action
4	Use the calendar to select the New Expiration Date.
5	Enter a Reason for Extension.
6	Enter your phone number.
7	Click the Submit button at the bottom of the screen. *See Next Page* ⇒

Step	Action
	CPS displays a screen similar to the following.

✓ Extension is submitted

* = Required Fields

List of Extensions:

Old Exipration Date	New Expiration Date	Reason For Extension	Status
11/09/2011	11/22/2012	Budget	Submitted

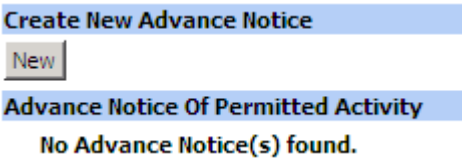| | MDOT will notify you of the decision on your request. |
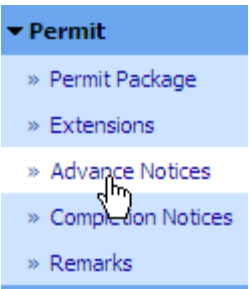
Submit Advance Notice

Use the following procedure to submit an Advance Notice which notifies MDOT that you will be doing work under your permit. An Advance Notice must be received by MDOT not less than 5 working days and no more than 21 calendar days prior to starting operations in state highway Right-of-Way.

🛈 Note: Work shall not begin until the Advance Notice has been approved by MDOT.

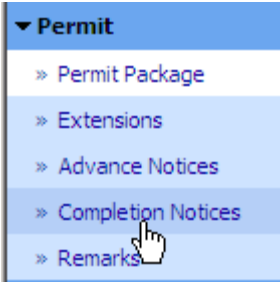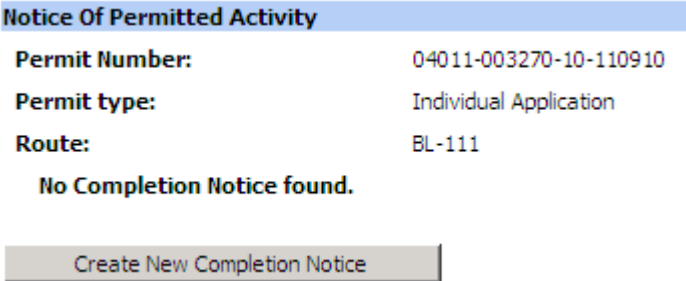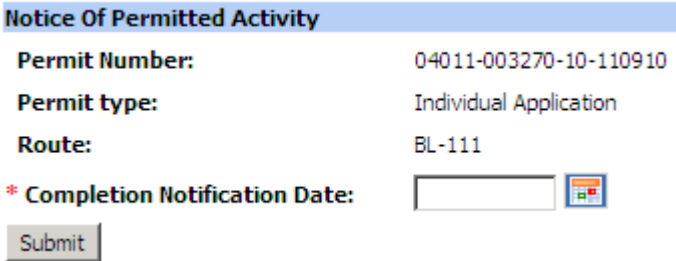| Step	Action
1	Search for your permit using one of the methods in *Chapter 11*.
2	Click the permit number and the permit package will be displayed. **Permit Package** ☑ **Permit** **Standard Attachments** ☑ Halloween UP-03 **Additional Attachments** ☑ HorationEarleLearningCenterMap.pdf ☑ Training Agenda.doc **Special Conditions** The permit package will include the permit, attachments and any special conditions. *See Next Page* ⟹

Step	Action
3	Click Advance Notices on the menu. **▼ Permit** » Permit Package » Extensions » Advance Notices » Completion Notices » Remarks CPS displays the Advance Notice screen. **Create New Advance Notice** New **Advance Notice Of Permitted Activity** **No Advance Notice(s) found.**
4	Click the New button. CPS displays the Applicant Info screen.

Applicant Info (Property or Facility Owner)

Applicant Name:
Mailing Address: 1111 Ottawa
City: Lansing   State/Providence: Michigan   Zip Code: 11111-11
* Primary Contact

*Contact Name:	
* Phone # :	111 - 222 - 3333 Ext: Cell #: - -
* E-Mail:	

Is a Contractor performing the work? ○ Yes ● No
Next

Step	Action
5	As needed, edit the required fields (*) on the Applicant Info screen.
6	Click the Next button. CPS displays the Site Info screen. Note: The Site Info screen will be pre-populated for individual permits. Annual permit holders should see *Chapter 2* for information on completing this screen. *See Next Page ⇒*

Step	Action
7	Review the site information, and click the Next button at the bottom of the screen. CPS displays the Advance Notice Info screen.

Step	Action
8	As needed, enter or edit the information on this screen.
Note:	All fields will be pre-populated with the information from your individual permit although the Work Times From and To fields will need to be entered.
9	As needed, upload attachments about the permitted work. See *Chapter 9* for instructions on uploading attachments.
Note:	If you enter information on the Advance Notice Info screen that changes the terms of the permit, CPS displays screens requesting additional information.
10	Click the Next button. CPS displays the Review Advance Notice screen.
11	Review the information on the screen, and click the Submit Advance Notice button at the bottom of the screen. CPS displays the Advance Notice Confirmation screen.

Submit Completion Notice

Use the following procedure to notify MDOT that the permitted work has been completed.

Step	Action
1	Search for your permit using one of the methods in *Chapter 11*.
2	Click the permit number and the permit package will be displayed. **Permit Package** ☑ **Permit** **Standard Attachments** ☑ Halloween UP-03 **Additional Attachments** ☑ HorationEarleLearningCenterMap.pdf ☑ Training Agenda.doc **Special Conditions** The permit package will include the permit, attachments and any special conditions. *See Next Page ⟹*

Step	Action
3	Click Completion Notices on the menu. CPS displays the Notice of Permitted Activity screen.
4	Click the Create New Completion Notice button. The screen updates as shown in this diagram.
5	Enter the Completion Notification Date. *See Next Page* ⟹

Step	Action
6	Click the Submit button. The screen updates as shown in this diagram. ✅ Completion Notice saved successfully * = Required Fields **Notice Of Permitted Activity** **Permit Number:** 04011-003270-10-110910 **Permit type:** Individual Application **Route:** BL-111 **Date Received** 11/16/2010 [Create New Completion Notice]

Chapter 13 - Create an Application from a Template

Contents

Preview
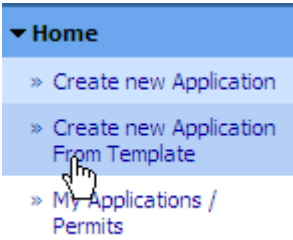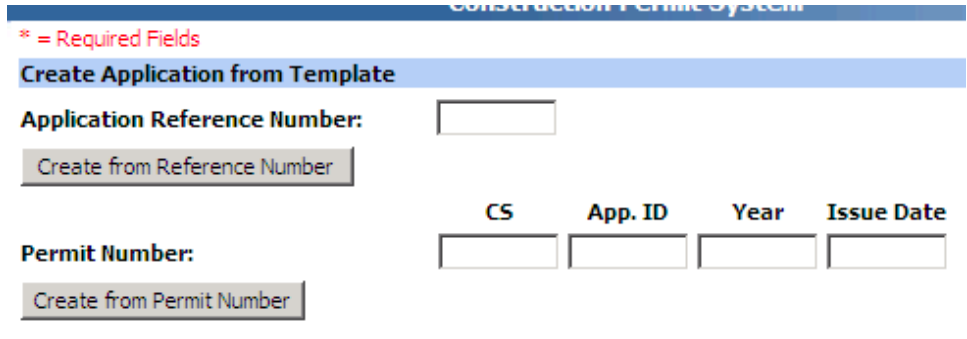
This chapter describes how you can use one of your existing permits as the basis of a new permit application.

Note: Using an existing permit as an template for a new application works **only** for the following types of permits:

- Individual
- Annual

If You Already Know the Permit Number

Use the following procedure if you already know the number of the application/permit you want to use as a template for a new application.

Step	Action
1	Click Create New Application from Template on the menu. The Create Application from Template screen is displayed.
2	Enter the application/permit number in the fields provided.
3	Click the Create from Reference Number button or Create from Permit Number button. The Applicant Info screen is displayed. *See Next Page ⟹*

Step	Action
	The Applicant Info screen shows your information with a new Application Ref. Number in Draft status.
4	• If you are creating an Individual application, use the procedures in *Chapter 2*. • If you are creating an Annual application, use the procedures in *Chapter 3*.

If You Do Not Already Know the Permit Number

If you do not know the number of the application/permit you want to use as a template for a new application, you may search for your application/permit by following the procedures in *Chapter 11*.

Thank you for using MDOT's Construction Permit System (CPS).

If you have questions not covered in this manual please contact your local MDOT TSC Construction Permit Agent.